

25 October 1985

MEMORANDUM FOR: Chief, Budget and Fiscal Branch  
Chief, Headquarters Operations, Maintenance and  
Engineering Division  
Chief, Information and Management Support Staff  
Chief, New Building Project Office  
Chief, Personnel and Training Staff  
Chief, Printing and Photography Division  
Chief, Procurement Division  
Chief, Procurement Management Staff  
Chief, Real Estate and Construction Division  
Chief, Security Staff  
Chief, Supply Division

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FROM:

[redacted]  
Assistant Executive Officer

SUBJECT: Office of Logistics Planning Conference -  
15 - 16 October 1985

1. This year's Office of Logistics Planning Conference focused on FY-88 new initiatives, FY-86 objectives, and the office image. Information and Management Support Staff recently sent all attendees a new listing of FY-86 objectives for use in preparing milestone charts. This memorandum, therefore, briefly recapitulates objectives discussed and primarily concentrates on highlighting some of the important issues surfaced at the conference concerning new initiatives and image.

2. The first item of business at the conference was the FY-88 new initiatives. Some of the key points discussed for each new initiative presented follows:

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a. Prepare justification for [redacted] contract-officer positions

The Office of Development and Engineering and the National Reconnaissance Office are expanding and require additional contract officer support. Furthermore, to increase competition as required by the Competition in Contracting Act, we need to augment our contracting staff. A comment was made at the conference that the results of the Coopers and Lybrand study will help justify the request for additional positions.

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n. Renovate original Headquarters Building

With the movement of personnel out of the present Headquarters and into the new Headquarters Building, millions of dollars will be required to renovate the present Headquarters building.

o. Conduct a hazardous-materials removal program

25X1 No one can put a cost on this program as the significance of the problem is unknown. This is, however, an issue that impacts on all Agency personnel. In FY-85 a minimal [ ] was spent on the problem. Safety Staff has no funds budgeted for the program.

p. Create a quick-reaction craftsperson capability to support facility renovations requirements in the field

The issue surfaced that the Office of Logistics should attempt to make the program a success while under contract to Allied Maintenance Corporation. The decision was made to defer this program ~~until the Allied contract completes a trial period.~~

25X1 q. Establish a computer (mainframe) center in [ ] Building

This new initiative was ~~deferred~~.

r. Establish a procurement intern program

This new initiative was ~~deleted~~, as the training of procurement personnel is an objective and not a new initiative.

s. Establish additional positions to meet increased demands in Industrial Security/Program

The increase in the number of COTRS visiting contractors has strained personnel resources in Security Staff. New initiative should request ~~five positions~~.

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u. Establish positions in Real Estate Branch

It is reported that General Services Administration is going to delegate leasing and maintenance responsibilities of buildings to respective agencies. Four additional positions are required in ~~REB~~ to ensure quality of maintenance.

3. The overall Office of Logistics objective for FY-86 is to further ~~enhance the quality of support provided customers.~~ Objectives agreed upon at the Planning Conference are achievable during the fiscal year and do not require financial resources. Much of this year's activities will be based upon the objectives prepared by divisions and staffs.

4. In the Planning Conference session on image, division and staff chiefs were able to see how senior support officers view the Office of Logistics and also how senior Logistics Officers view their own office. It was generally agreed that effective communication between the Logistics officer and customer and among OL employees is important to a good image and a less fractionalized office. The perception OL conveys to its customer is critical in creating an image. To create a positive perception of itself, the office ~~needs to receive more recognition for its accomplishments by advertising them to the Agency populous.~~ To build an image, division and staff chiefs must become public relations experts. Communicating to customers by visiting their offices or having them come in and view the operation are ways to achieve an effective public relations program.

5. ~~Communication is the cornerstone~~ in creating a positive image; however, other issues were discussed at the conference and do have an impact on image. The professionalism of the Logistics employee is important in enhancing the image of the office. It was suggested that a standard of professionalism be developed and communicated to each employee through the dissemination of a Logisticians Code.

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6. Another suggestion for improving the office image was to ~~look internally at our own procedures and reduce all unnecessary paperwork~~, thereby streamlining the system and making it more responsive to the customers. In all probability, OL has institutionalized procedures that are redundant and can be eliminated to make the office image less bureaucratic.

7. In the final analysis, however, each individual employee contributes to the OL image through work performance. It is management's responsibility to see that each employee is motivated to work his/her full potential and that a positive image be perceived by OL customers.

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cc: D/L  
DD/L  
EO/L

